

DD/A Registry
File Conway-4

DD/A Registry

79-2312

MEMORANDUM FOR: Director of Logistics

STAT FROM: [redacted]

Chief, Real Estate and Construction
Division, OLSUBJECT: Request for Operational Improvements to
REB and FEB Telephone Service

1. Chief, Real Estate Branch and Chief, Field Engineering Branch, each have a single secretary to cover their respective branches. In order to maximize secretarial coverage during the absence of one of the secretaries, the branches mutually assist each other with the workload. To better facilitate this mutual assistance, it is desirable to consolidate the telephones for both branches at the secretaries' desks. Additionally, the Real Property Assistant, occupying a desk next to the REB secretary, is moving into the office with Chief. [redacted]

STAT

only in the [redacted] office, the available telephone lines for REB are being added to all Real Property Officer telephones to maximize their utilization and permit cross training within REB.

2. Accordingly, it is requested that you approve the attached request for improvements to RECD/OL's telephone services. There are no new instruments or lines being added. Three 9-line call directors are being removed and replaced with two larger capacity call directors and one standard black telephone.

STAT

APPROVED:

[redacted] Director of Logistics

OL 9 2723

10 JUL 1979

DISAPPROVED:

Director of Logistics

Date

STAT

APPROVED:

[redacted] Executive Officer, DDA

11 JUL 1979

DISAPPROVED:

Executive Officer, DDA

Date